	TAB D-8: TRANSPORTATION	C-1; Effective 15 Feb 03
	ITEM	REFERENCE
1.	Are proper vehicle record folders maintained? a. Current year Vehicle Inventory (S-2) on file b. Title (or Certificate of Origin)	CAPR 77-1 Para 12b(4)
	c. Copy of registration (original in vehicle)d. Completed CAP inspection guide and justification form (CAPF 73) for current year plus previous year	CAPR 77-1 Para 2 CAPR 77-1 Para 2 CAPR 77-1 Para 2
	e. History record of all maintenance repairs/expenses on vehicles f. Vehicle justification form (CAPF 175)	CAPR 77-1 Para 2 CAPR 77-1 Para 2
2.	g. Copy of the liability insurance card (original card should be in the vehicle)	CAPR 77-1 Para 2
2.	Are vehicle <mark>s</mark> operat <mark>ed</mark> and passengers <mark>carried</mark> IAW CAPR 77-1? a. Valid state driver's license required	CAPR 77-1 Para 4a(2)
	 b. Valid CAP Motor Vehicle Operator Identification Card (CAPF 75) required 1) Are vehicles carrying passengers only 	CAPR 77-1 Para 4a(2) National Board
	operated by drivers who are at least 21? 2) Are licensed drivers under 21 years of age restricted from carrying passengers or towing trailers?	Minutes from Mar 02 National Board Minutes from Mar 02
	c. Non-member passengers are approved in writing by region or wing commander	CAPR 77-1 Para 5b CAPR 77-1 Para 4a(3)
	d. Operator driving records reviewed every two yearse. Operators CAP motor vehicle operator	CAPR 77-1 Para 4a(3)
	identification card (CAPF 75) revalidated at time of state license expiration date	CARD 77 1 D 01
3.	Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual? a. Records being maintained on all routine maintenance performed on vehicles	CAPR 77-1 Para 8b and Atch 1 CAPR 77-1 Para 2d
	b. Major maintenance being submitted on rehab request form to HQ CAP/LGT for reimbursement	CAPR 77-1 Para 8c(1)
	c. Emergency vehicle repair procedures being followed	CAPR 77-1 Para 8c(2)
4.	Do vehicles project organizational	CAPR 77-1 Para 9

	professionalism at all times IAW CAPR 77-1?	
	a. CAP seal on vehicle	CAPR 77-1 Para 9d
	b. Vehicle identification number assigned to	CAPR 77-1 Para 9e
	each CAP vehicle and displayed on vehicle	
	c. Vehicles are painted white (may be AF blue	CAPR 77-1 Para 8c(3)
	until paint job is required)	
	d. Other markings conform to federal, state	CAPR 77-1 Para 9f
	and local laws.	
	e. Vehicles are cleaned monthly and waxed at	CAPR 77-1 Para 9c
	least once a year	
5.	Are reports/forms completed and submitted	CAPR 77-1 Para 12
	IAW CAPR 77-1 and state or local	
	requirements?	CAPR 77-1 Para 12b
	a. Forward S-2, CAP Vehicle Inventory Report	
	through appropriate channels to meet 1	
	October suspense	CAPR 77-1 Para 12b(3)
	b. CAP <mark>F</mark> 37V, <i>Shipping and Receiving</i>	
	Document for Vehicles and Trailers	
	forwarded through appropriate channels so	
	vehicle is added to the NHQ CAP inventory	
	database after approval and receipt of	CAPR 77-1 Para 15
	vehicle	
	c. CAPF 37V <mark>forwarded</mark> to HQ CAP/LGT after	CAPR 77-1 Para 12a
	any vehicle transfer or disposal	
	d. Comply with state or local reporting	
	procedures if required	
6.	Are all Vehicle Self Insurance (VSI) claims and	CAPR 77-1 Para 10c
	premiums, submitted IAW CAPR 900-7?	
	a. VSI claims are submitted within 60 days	CAPR 900-7 Para 6e
	with all supporting documentation	
	b. S-7 report is signed and premiums	CAPR 900-7 Para 4
	submitted thru appropriate channels to	
	meet 1 October suspense	
	c. VSI windshield claims are submitted thru	CAPR 77-1 Para 11_ <mark>&</mark>
	appropriate channels on CAPF 70	CAPR 900-7 Para 8 <mark>b</mark>
7.	Is the wing performing a management	Suggested
	analysis of wing vehicles?	Management Practice
	a. Are vehicles assigned within the wing	
	based on need and type	
	b. Are vehicles rotated between high and low	
	mileage units	

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	CAP VEHICLE INSPECTION GUIDE AND JUSTIFICATION	GUIDE A	ND JUST	TIFICATION	
MOÑ	MONTH / YEAR	END OF MO	OUTH ODO	END OF MONTH ODOMETER READING	(3)
NIN NIN	WING / REGION	CHARTER		accident and a second a second and a second	
VEH	VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICLE	тнісь		
VEH	VEHICLE MAKE	VEHICLE MODEL	MODEL	FIELD ID NO.	
	ITEMS TO BE CHECKED DAILY (operator's signature required on inside page to verify inspection)	HECKED D	AILY verify inspe	ction)	
-i	REGISTRATION / PROOF OF INSURANCE	CE	***************************************		
2.	FIRE EXTINGUISHER / FIRST AID KIT				
3.	DAMAGE (exterior and interior, missing parts)	s)			
4	TIRES (visually check for damage / abnormalities)	ities)			
5.	ENGINE OIL AND COOLANT (visually check fluid levels)	eck fluid levels			
6.	BATTERY CONDITION				-
7.	LEAKS (visually check fuel / oil / coolant)				
æ	DRIVE BELTS / HOSES (visually check for fraying or cracking)	fraying or cra	cking)		
9.	LIGHTS (visually check for proper operation)				
10.	BACK UP ALARM / EMERGENCY FLASHERS (functionally check proper operation)	HERS (function	onally check p	noper operation)	
11.	SAFETY DEVICES (seatbelts / harness, headrests, etc.)	frests, etc.)			
12.	INSTRUMENTS / HORN (functionally check proper operation)	proper opera	tion)		
13.	WINDSHIELD WIPERS / WASHER (functionally check for proper operation / condition)	onally check f	or proper ope	ration / condition)	
4.	BRAKES / STEERING (functionally check responsive / effective / smooth)	sponsive / effe	ective / smoot	(4)	
15.	MIRRORS (rearview / side)				
16.	EXHAUST SYSTEM				
17.	WINDOWS (functionally check proper operation)	ion)			
18.	RADIO MOUNTS (CAP added equipment)		-		
19.	CURRENT STATE INSPECTION STICKER (if applicable)	R (if applicab	le)		
20.	TIRE PRESSURE (checked monthly - requires signature and date below)	es signature ar	id date below	(
	Signature:		Date Performed:	ned:	
CAP	CAP FORM 73, OCT 00 PREVIOUS EDITIONS WILL NOT BE USED Corrected Copy (All CAPFs 73, Oct 00, may be used)	ONS WILL NO	r be used	OPR/ROUTING: LGT	LGT

TIMES ADMIN ACTIVITIES SUPPORT OTHER DESCRIPTION 1.		(Enter Numb	TIME ANI	TIME AND VEHICLE USAGE DATA	E USAGE	TIME AND VEHICLE USAGE DATA [Enter Number of Hours (rounded up) Under the Appropriate Use Category)
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